



Welcome to Utah Job Match Recruitment. *The following instructions pertain ONLY to recruitments for the Department of Transportation.* Please read these instructions carefully.

This application contains several questions that you will be required to answer in order to be considered for this position. Each question will be rated independently, based solely on the answers provided in the corresponding box and/or drop-down menu. In order to provide the most useful information in the best format, you are asked to use the following tips as you fill out the application:

- Each answer must stand on it's own – avoid statements such as “See my online resume” or “See my answer to the next question for information.”
- Answer each question completely. There may be questions that ask for more than one piece of information, or there may be more than one part to the question. You may be disqualified from consideration if you do not provide each piece of information that has been requested of you.
For example, if you are asked to list names of past employers and dates of employment, and you only list names of past employers, you could be disqualified from consideration.
- Do not fax or email your resume or cover letter to the recruiter. Failure to submit resume in space provided will result in disqualification.
- Do not paste your entire resume as an answer to each question. The questions are asking for specific information pertaining to the position vacancy. The only instance in which this would be appropriate is if the question specifically asks you to paste your resume.
- Failure to follow ALL of the above instructions will result in your being disqualified from consideration for this position.
- Falsification of any information in the application process including resumes, documentation, or answers to application questions may result in discipline including termination of employment and/or disqualification for an interview.
- If you have difficulty editing or correcting your application after several attempts, contact the Department of Human Resource Management directly at (801) 538-3025.
- Good luck! If you have any other questions regarding how to fill out this application, contact the recruiter listed on this job announcement.

To go back to the application, close this window.